



REQUEST FOR PROPOSALS MUNICIPAL SOLID WASTE AND RECYCLING COLLECTION SERVICES

I. INTRODUCTION

The City of Waterville (hereinafter City) is requesting proposals for the weekly curbside collection of MSW (municipal solid waste) for residential units of four (4) units or less and all municipal facilities. Bids are also requested, but not required, for curb-side recycling pick up. Vendors may bid on any or all portions of these services.

It is the City's intent to contract for a five (5) year period for Municipal Solid Waste (MSW) and possible Recycling collection, processing and disposal. Contract initiation for these services will be dependent on further discussion with the successful bidder and subsequent approval by the City Council. The anticipated start date of the contract will be April 1, 2018.

II. SUBMISSION

Proposals must be received at 6 Wentworth Court, Waterville, Maine 04901, Attn: Mark Turner, Director of Public Works, by 10:00 AM EST on Tuesday, May 16, 2017 at which time they will be opened and read. All proposals shall be submitted on the attached proposal forms.

Any questions regarding the terms, conditions or specifications associated with this request should be emailed to mturner@waterville-me.gov.

III. SCOPE OF SERVICES

Solid Waste & Recycling Collection

The City collects residential refuse on a weekly basis and has instituted a Pay-As-You-Throw (PAYT) program that has been in effect since 2014. It is the City's intent to continue this program.

Currently, the City's refuse collection vehicle runs approximately 50 miles per day (excluding disposal site miles) and operates 5 days a week. The collection routes average 850 - 950 stops with a daily average of +/- 7 tons. Recycling collection is currently "single stream" and will be approximately the same number of stops with a daily average of +/-4 tons. ***Additional information is attached on the accompanying Fact Sheet – Appendix A.***

The bidder will invoice the City for collection services on a monthly basis. The City is tax exempt. The work to be performed consists of two primary elements -- residential MSW (Municipal Solid Waste) and Single Sort Recycling collection for all of the established route areas in the City of Waterville. During the course of this agreement, the vendor shall deliver

MSW to Waste Management Crossroads facility located at 357 Mercer Road, Norridgewock, Maine.

The City requests separate pricing options for the collection of recyclable materials that includes newspaper, glass, metals, plastics, cardboard, and paperboard, etc. The co-mingled recyclables will be collected on a bi-weekly schedule on the same day as MSW. Materials shall be collected and transported to either Ecomaine, 64 Blueberry Road, Portland, Maine; Waste Management – Crossroads Facility, 357 Mercer Road, Norridgewock, Maine or to another facility as denoted by the bidder (please identify).

IV. ADDITIONAL REQUIREMENTS

Bid Components

- Weekly curbside collection of residential, school and municipal trash.
- Bi-weekly (every other week) collection of single stream recycling, residential (4 units or less) and municipal facilities.

Collection Schedule

The City currently follows a five (5) day (Monday through Friday) collection schedule. The bidder is not required to adhere to this schedule but must furnish detailed information as to the proposed collection schedule including any holidays. A collection day shall commence no earlier than 7:00 AM and shall conclude no later than 6:00 PM.

Holidays

No refuse or recycling will be picked up on the following holidays: Thanksgiving and Christmas. The bidder shall notate any other holidays that will alter their proposed collection schedule. If any holiday falls on a regularly scheduled collection day, collections shall be made the following day, including Saturday. No collections shall be permitted on Sunday.

Unacceptable Waste/Bulky Waste

Unacceptable wastes, as defined in the City's contract with Waste Management, shall not be collected. "Bulky Waste" is defined as heavy or large objects, which exceed 50 pounds per object in weight or objects that are too large for one person to handle. This may include items such as household appliances, furniture, mattresses, construction debris or large toys. No bulky, hazardous, universal waste or other unacceptable items will be collected under this contract.

Callback/ Special Collections/Complaints

The Contractor shall maintain an office with a responsive telephone agent to handle all complaints or inquiries (from 7:00 AM until daily completion of the regular collection schedule) and shall designate a knowledgeable field representative capable of responding to calls from City residents and rectifying any problems. An answering service will not be acceptable in lieu of the above.

Adequate provisions shall be made by the Contractor to provide special collections when refuse has not been collected during the regularly scheduled trip due to negligence or omission by the Contractor. Special pickups for missed collections shall be made by the Contractor when ordered by the City at no cost to the City or the occupant.

Collection Routes

The contractor will establish and provide a standard route to be taken for curb side pick-up of refuse and/or recycling. An accurate route map will be provided to the City and to each truck driver detailing the start and stop point. Individual truck routes that indicate both the route and direction of the vehicle on each street shall be given to the drivers and kept in the collection vehicles at all times.

The contractor will provide to the City and issue the public notices of any change in the route no less than 30 days prior to change once approved by the City.

Charges and Penalties

The contract that the City enters into with a successful bidder will be provisional and subject to penalties for failure to perform any aspect of the agreement.

VI. INSURANCE

Minimum Coverage:

\$1,000,000.00	General Liability
\$1,000,000.00	Property Damages (Each Occurrence)
\$1,000,000.00	Personal Injury (Each Occurrence)

A Certificate of Insurance, with the City of Waterville named as additional insured, shall be furnished by the Contractor upon execution of a contract agreement.

The Contractor and their employees, either primary or subcontracted, shall indemnify and hold harmless the City of Waterville and their representatives for any acts considered to be outside the conveyance and associated parameters of this Agreement.

Performance Bond

Proposals shall be accompanied by a ***Letter of Intent*** to the bidder from a surety company licensed to do business in the State of Maine or other surety acceptable to the municipality indicating the bidder's approval to be issued the necessary Performance Bond. This binds the bidder to indemnify the community against all losses not to exceed the sum of the bond, if he/she/they fail to fulfill the terms of the agreement. Said bond shall be executed in the amount of one hundred percent (100%) of the total aggregate amount proposed for the highest bid option and shall cover the entire term of the contract.

VII. PROPOSAL ACCEPTANCE

The City reserves the right to award one or more contracts based on factors other than or in addition to price. The City will have the right to select the offer(s) best able to provide the services required and will then contract based on all factors involved in the proposal.

The City will evaluate proposals based upon the following major criteria:

- a) Experience of Bidder: Measured in the number of years of acceptable service for municipalities of comparable size supported by letter(s) of recommendation from those communities and total number of similar operations, as applicable.
- b) Capability of Bidder: Measured in the number and size of inspected, registered and insured equipment. Number of employees currently employed (adequate staffing) may also be taken into account. The bidder should include a written description and profile of the company with their proposal.
- c) Cost: Measured as the total yearly cost of the services required or the total cost for the contracted services, if multi-year.

In evaluating the proposals, the City reserves the right to use any or all recommendations contained therein without limitation and to accept any part separate of an entire proposal in determining service provisions that are considered most advantageous to the City. All material(s) submitted becomes the property of the City. The evaluation of the proposals and award of a contract will be at the discretion of the City Council and their decision shall be final and without right of recourse by any bidder.

For Recycling Collection, bidders should indicate and describe the type of recycling service (i.e. single stream, dual stream, sorted, etc.) being offered with their proposal. Bidders must fully indicate a willingness and capability to undertake, at a minimum, a bi-weekly (alternating every other week) collection schedule.

The bidder may submit additional information to support their proposal relative to the general specifications and requirements of the Request for Proposals. The City is also interested in developing such initiatives as a food waste diversion program. Bidders are encouraged to submit information about food waste collection and processing and how this might be integrated with ongoing MSW/Recycling collection efforts.

APPENDIX A

CITY OF WATERVILLE MSW/RECYCLING COLLECTION FACT SHEET

➤ **Five Day Collection Schedule**

➤ **850 – 950 Stops Per Day (+/- 7 tons MSW, +/- 4 tons Recycling)**

➤ **Residential Collection Only – Up to 4 Units**

➤ **School Facilities – Refuse Only (Twice Per Week During Summer/Daily During School Year)**

- Waterville Senior High School – Brooklyn Avenue
- Superintendent's Office – Brooklyn Avenue
- Waterville Junior High School – West River Road
- Albert Hall School – Pleasant Street
- George Mitchell School – Drummond Avenue

➤ **Municipal Facilities**

- City Hall – Front Street - Tuesday
- Fire Department – Main Street - Tuesday
- Parks & Recreation/Public Works – Wentworth Court - Tuesday
- Police Department – Colby Circle - Tuesday
- Public Library - Wednesday

➤ **Mobile Home Parks**

- Countryside Park – West River Road – 118 Units - Tuesday
- Punky Meadows – West River Road – 51 Units - Tuesday
- Pooler's Park Way – Grove Street – 30 Units – Friday

➤ **Condominiums**

- Lincoln Woods – Lincoln Street – 16 Units – Thursday
- Lincoln Green – Lincoln Street – 16 Units - Thursday

➤ **Public Facilities**

- Downtown Trash Receptacles – TBD

CITY OF WATERVILLE
BID PROPOSAL
MSW AND/OR RECYCLING COLLECTION PROGRAM

Proposal of _____ (hereinafter called "Bidder"), a corporation,
organized under the laws of the State of Maine, a partnership or an individual doing business as:

(Company Name)

(Address)

(Telephone Number)

(Tax ID Number)

To the City of Waterville, Maine (hereinafter called "City"): The bidder, in compliance with your request for proposals for Refuse and/or Recycling Collection Program having examined the specifications of the proposed work and being familiar with all of the conditions surrounding the requirement for a refuse and/or single stream recycling collection program, hereby proposes to furnish labor, materials, services and supplies to pick up and dispose of refuse and/or recycling products in accordance with the contract documents and specifications within the time set forth therein, and at the annualized price schedule stated below. This price is to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part. Bidder hereby agrees to commence work under this Contract within fourteen (14) calendar days of notification by the City or as otherwise agreed. *Any bid differentials should be notated on a separate page.*

Refuse Collection (Weekly) & Recycling Collection (Bi-Weekly) -

Five (5) Year Contract

\$ _____. ____ Year 1

\$ _____. ____ Year 2

\$ _____. ____ Year 3

\$ _____. ____ Year 4

\$ _____. ____ Year 5

TOTAL

\$ _____. ____

Refuse Collection (Weekly) Only -

Five (5) Year Contract

\$ _____. ____ Year 1

\$ _____. ____ Year 2

\$ _____. ____ Year 3

\$ _____. ____ Year 4

\$ _____. ____ Year 5

TOTAL

\$ _____. ____

Recycling Collection (Bi-Weekly) Only -

Five (5) Year Contract

\$ _____. ____ Year 1

\$ _____. ____ Year 2

\$ _____. ____ Year 3

\$ _____. ____ Year 4

\$ _____. ____ Year 5

TOTAL

\$ _____. ____

BY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____